

## MAC Short cuts

Task for Mac Users.

Try some of these short cuts. The more you use them the more familiar they will become.

### Sleep, log out, and shut down shortcuts

Shortcut	Description
Power button	Tap to turn on your Mac or wake your Mac from sleep.
	Hold for 1.5 seconds while your Mac is awake to display a dialog asking if you want to restart, sleep, or shut down.
	Hold for 5 seconds to force your Mac to turn off.
Command–Control–Power button	Force your Mac to restart.
Command–Option–Power button	Put your Mac to sleep.
Shift–Control–Power button	Put your displays to sleep.
Command–Control–Power button	Quit all apps, then restart your Mac. If any open documents have unsaved changes, you'll be asked whether you want to save them.
Command–Option–Control–Power button	Quit all apps, then shut down your Mac. If any open documents have unsaved changes, you'll be asked whether you want to save them.
Command-Shift-Q	Log out of your OS X user account. You'll be asked to confirm.
Command-Shift-Option-Q	Log out of your OS X user account immediately, without being asked to confirm.

### Copy, Cut, Paste and Other Common Short Cuts

Shortcut	Description
Command-X	Cut: Remove the selected item and copy it to the Clipboard.
Command-C	Copy the selected item to the Clipboard. This also works for files in the Finder.
Command-V	Paste the contents of the Clipboard into the current document or app. This also works for files in the Finder.
Command-Z	Undo the previous command. You can then press Command-Shift-Z to Redo, reversing the undo command. In some apps, you can undo and redo multiple commands.
Command-A	Select All items.
Command-F	Find: Open a Find window, or find items in a document.
Command-G	Find Again: Find the next occurrence of the item previously found. To find the previous occurrence, press Command-Shift-G.

Command-H	Hide the windows of the front app. To view the front app but hide all other apps, press Command-Option-H.
Command-M	Minimize the front window to the Dock. To minimize all windows of the front app, press Command-Option-M.
Command-N	New: Open an new document or window.
Command-O	Open the selected item, or open a dialog to select a file to open.
Command-P	Print the current document.
Command-S	Save the current document.
Command-W	Close the front window. To close all windows of the app, press Command-Option-W.
Command-Q	Quit the app.
Command-Option-Esc	Force Quit: Choose an app to <a href="#">force quit</a> . Or press Command-Shift-Option-Esc and hold for 3 seconds to force just the front app to quit.
Command–Space bar	Spotlight: Show or hide the <a href="#">Spotlight</a> search field. To perform a Spotlight search from a Finder window, press Command–Option–Space bar.
Space bar	Quick Look: Use <a href="#">Quick Look</a> to preview the selected item.
Command-Tab	Switch apps: Switch to the next most recently used app among your open apps.
Command-Shift-Tilde (~)	Switch windows: Switch to the next most recently used window of the front app.
Command-Shift-3	Screenshot: Take a screenshot of the entire screen. <a href="#">Learn more screenshot shortcuts</a> .
Command-Comma (,)	Preferences: Open preferences for the front app.